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**SUBJECT: Activity Report - Office of Finance**

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d. Revision of Approved Regulation. A proposed revision of [redacted] which would authorize Deputy Directors and Heads of Independent Offices to approve their own claims up to \$200, was forwarded to Regulations Control Staff for processing. The revised requirement would avoid the need for DCI or DDCI approval of such claims as is presently required. Mr. Brownman discussed the above Office of Finance recommendation with Mr. Colby who gave his approval.

e. Information Science Training. Senior members of the Office of Finance met with the Information Science Training Staff to familiarize the ISTS with the various functions of the Office of Finance. It is expected that the interchange of information at this meeting will lead to a high degree of relevance in the Information Science Training course to be conducted.

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g. Fair Labor Standards Act. [redacted] attended a two-day program sponsored by the National Civil Service League on implementation of the provisions of the Fair Labor Standards Act.

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h. Travel Regulations. Prepared proposed revision of [redacted] to provide an option for travelers on home leave round trip orders to have an additional allowance for excess baggage of 22 lbs. per person in lieu of using any unaccompanied baggage authorization. The proposed revision is similar to a current proposed change in the Foreign Service Travel Regulations.

2. Next week representatives of the Compensation and Tax Division and OJCS Applications Division will meet to

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discuss implementation of payroll system revisions to correct  
"program bugs" and make minor system refinements.

Thomas B. Yale  
Director of Finance

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